

TRANSFER ORDERS (SF-122)

2736

(No. 15 January 2001)

To request federal excess personal property, the form SF-122 must be used. Only one holding agency may be referenced on any SF-122; a separate SF-122 for each holding agency must be prepared. If the item requested has different property locations complete separate documents for each location. Complete items 1 through 8 and 13A-G on the form. The requestor's name and FAX number and the unit FEDSTRIP number must be included on the SF-122. Also, include a justification of intended usage for each item requested. If more than five items are being acquired, it is not necessary to record all description information in block 13. The alternative is to note, "see attached DRMS 103" in that block then attach a **completed** DRMS Form 103 to the SF-122. All DRMS 103s received without prices and justifications will be returned to the unit. If a non-inventoried item is to be acquired for parts or cannibalization and is identified as such on the SF-122 it may not require a form AD-112. If an item is not on the unit's approved acquisition plan, identify the item and submit a special justification stating why it is now needed.

The Region/Unit/Contract County Chief (accountable officer) or his designee will sign as the State Forester in the certification block on the SF-122, indicating approval of the acquisition. The unit will FAX the completed SF-122 and 103 (if necessary) to the Sacramento FEPP office for approval and processing. Upon receipt of the SF-122, the Sacramento FEPP Office will review and approve or deny the transfer order. If denied, a copy of the order will be returned with an explanation of denial. If approved, Sacramento will assign a report number and FAX the SF-122 on a transmittal sheet to the USFS property management office for approval. The Sacramento office will FAX the unit/contract county coordinator and the regional BSO a copy of the SF-122 and the transmittal showing when the document was approved by the USFS and forwarded to the GSA area utilization office (AUO). GSA will fax the approved order to the holding agency for transfer action.

COMPLETING THE SF-122

Order Number
(Block 1)

Enter order number issued by Sacramento Headquarters. If not able to contact Sacramento, fax document in and when document is processed a number will be given and the person submitting the document will be notified of the number assigned.

Date
(Block 2)

Enter current date.

To
(Block 3)

Enter AUO, Forest Service or DEPPC address and fax number.

Ordering Agency
(Block 4)

Enter: USDA Forest Service
1323 Club Drive
Vallejo, CA 94592

Holding Agency
(Block 5)

Enter holding agency's name and address (office accountable for property – property may be physically located elsewhere).

Ship To
(Block 6)

Enter the address where you are located (unit, camp, or contract county).

Location of Property
(Block 7)

Enter where property is physically located.

Shipping Instructions
(Block 8)

Enter contact person, phone and fax number.

Ordering Agency Approval
(Block 9)

Leave blank.

Appropriation Symbol and Title
(Block 10)

Enter fedstrip number.

Allotment and Government B/L No.
(Block 11-12)

Leave blank.

Property Ordered 13 a-g
(Block 13a)

Enter the PF (if any) number. The PF number is assigned by the DRMO and will be located in the upper right-hand corner of the 103.

(Block 13b)

Enter item number according to the way items are numbered on the 103. The DRMO will cross out all property that is not available and the numbers will not be consecutive at these times.

(Block 13c)

Enter the description, listing item (noun first), national stock number (NSN), and storage location number. This information was inserted on the 103 when the property was screened.

(Block 13d)

Enter unit of issue.

(Block 13e)

Enter quantity you are requesting.

(Block 13f)

Enter unit cost. This is the cost of each individual item.

(Block 13g)

Enter the total cost (quantity times unit cost).
Example: 3 items at \$50.00 equals \$150.00.

GSA Approval
(Block 14a-c)

Leave blank.

PICKUP

2736.1

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Once the property has cleared all approvals (normally one day) the requestor should contact the DRMO or holding agency to determine if the document was approved. If the DRMO/holding agency did not receive the order contact the AUO to trace last approval location. If assistance is needed in tracking the document, contact the Sacramento property office. Once the DRMO/holding agency approves the request, the property must be picked up by the date selected by the DRMO, normally within 14 days. If the property is not picked up in a timely manner the property will revert back to the disposal system. Property not picked up becomes part of the Blue Light cycle. When receiving property, be certain to obtain a copy of the approved SF-122 which **must** include the DRMO/holding agency **signature** acknowledging what property was picked up.

DELIVERY

2736.2

(No. 15 January 2001)

The ordering unit that requested the property must make pickup or delivery arrangements. The requesting unit is also responsible for any applicable packing, loading, and transportation cost.

RECEIPT OF PROPERTY

2736.3

(No. 15 January 2001)

Prior to picking up the property, the screener should request a SF-122 receiving copy from the FLO or Contract County FEPP coordinator. The SF-122 receiving copy is made from the "Receiving Copy" overlay provided to the FLOs by the Sacramento FEPP office. Upon receipt of the property, complete the receiving copy and forward to the FLO. Also submit a copy of the SF-122 signed by the DRMO/holding agency showing what items were picked up. The completed "Receiving Copy" must contain the following information:

- **Any items not received, or revised volume of items received** - those items must be circled in red ink, and the note "Did Not Receive," must be added. Also, note the actual volume received and adjust the total acquisition cost on the receiving document.
- **Signature of individual receiving property** - Must not be the individual who approved acquisition document (SF-122) or screener; in such cases, the order must be countersigned by another individual for audit purposes.
- **National stock number (NSN)**, unit cost, accountable officer code, serial/identification number, model number, year, item description, manufacturer, National Finance Center (NFC) number (if needed), condition code, location code and any other information for future reference.

- **If more than one inventoried item is acquired on one SF-122**, submit a receiving copy continuation sheet.

Note: If an inventoried item acquired is not serviceable, prepare and submit an AD-112 to Sacramento headquarters for cannibalization approval with the receiving copy. If the item cost more than \$1,000, add a NFC number and upon completion of cannibalization and disposal, the item will be removed from record.

The completed receiving copies must be sent to the Sacramento FEPP officer within 60 days of receipt of property. In order for the region/unit to retain acquisition privileges, the receiving copy must be received in 60 days, unless the Sacramento FEPP office is notified of a delay.

TRANSFERRING FEPP

2736.4

(No. 15 January 2001)

FEPP **can not** be transferred outside CAL FIRE and contract counties without proper documentation and approval from the Sacramento FEPP office and the FS PMO. This also includes receiving property from federal agencies without proper approvals.

All transfers of inventoried FEPP (with NFC numbers) must be approved by the unit chief (AO) and the Sacramento FEPP office. **The FLO will request an AD-107 from the Sacramento FEPP office prior to transferring the property.** The request must include the NFC number, item description, serial number, cost and the location and AO who will be receiving the property. The Sacramento office will prepare an AD-107 and FAX it back to the FLO. Both the shipper and receiver must sign the AD-107. After property has been transferred, the shipping and receiving units should adjust the unit inventory and forward a copy of the AD-107 to the regional BSO and the Sacramento FEPP office which will adjust the records. The Sacramento FEPP office will forward the document to the FS PMO who will complete the transfer in PMIS.

TRANSFERRING VEHICLES

Before transferring a vehicle from one location to another location, the Sacramento FEPP office, which will complete an AD-107, must be notified.

When transferring:

Within a CAL FIRE unit for state use:

Fax the information to the Sacramento FEPP office which will complete an AD-107. When the AD-107 has been signed by the shipper and the receiver, send a copy to the regional BSO and the Sacramento FEPP office where records will be adjusted. The information will be FAXED to the FS PMO for PMIS adjustment.

From one unit to another unit for state use

E-mail the request and justification to Davis Mobile Equipment. Once approved, ME will forward information to the Sacramento FEPP office which will prepare AD-107 and FAX to shipper. After shipper and receiver sign the AD-107, FAX the AD-107 to the regional BSO, Davis mobile equipment and the Sacramento FEPP office which will adjust the records. Sacramento will forward the document to the FS PMO which will adjust the PMIS record.

From CAL FIRE to a Local Fire District

Fax transfer request to Sacramento FEPP office and request an AD-107. The AD-107 will be faxed to the shipper who will sign the release of the vehicle. When the vehicle is picked up the receiver will sign the AD-107. The shipper will send a copy of the signed AD-107 to the regional BSO, Mobile Equipment office and the Sacramento FEPP office. The FLO, BSO and Sacramento will adjust the property records. The Sacramento FEPP office will forward the AD-107 to the FS PMO who will adjust the PMIS record. The Local Fire District will need a copy of the AD-107 to register the vehicle. (See Local Fire Agency registrations [Section 2783](#)) The unit will submit an amendment to the agreement, proof of insurance and a copy of the registration to the Sacramento FEPP office.

From Local Fire District to CAL FIRE

All vehicles for state use must be preapproved before a transfer request can be made. (see [Section 2737](#)). If approved for transfer, FAX the request using an AD-107 to the Sacramento FEPP office. The document will be sent to the FLO who will obtain the shipper and receiver signatures. Copies of the signed AD-107 should be sent to the regional BSO, Davis Mobile Equipment office and Sacramento FEPP Office. An amendment to delete the item from the Local Fire District should also be sent to Sacramento. The AD-107 will be FAXED to the FS PMO which will adjust PMIS.

From Local Fire District to Local Fire District

FAX transfer request to Sacramento FEPP office. The AD-107 will be FAXED to the FLO who will have the shipper sign the release of the vehicle. The receiver must sign the AD-107 when the vehicle is picked up. The Local Fire District gets copy of the AD-107 for registration (see [Section 2783](#)). The FLO will FAX the regional BSO(s) and the Sacramento FEPP office a copy of the signed AD-107. The FLO will also prepare the

amendment to add and delete the items from the LFD agreement and gather the proof of insurance and registration to forward to the Sacramento FEPP office.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)